OFFICE ADMINISTRATION COMMITTEE November 9,1921

The Office Administration Committee met on November 9,1921 at two-fifteen.

Members present: Miss Parker, Mrs. Allen, Mrs. Bancker, Mrs. Corning, Mrs. McDowell, Mrs. Hopper

The General Secretary, Miss Dawson, met with the Committee After prayer, the minutes of May 19, June 8 and October 5 were read and approved.

LITERATURE DEPARTMENT

The needs of the Literature Department were discussed. The secretary stated that the department needed more space and another worker. It was moved and carried to lay the matter on the table pending further information.

Mrs. Honey

The committee having considered the suggestion of making a position for Mrs. Honey left the matter to Miss Parker for further consideration.

MISS HAMILTON

The committee appreciating Miss Hamilton's value to the office and to the Board moved to appoint her Office Secretary at a salary of $30 per week beginning with the week of November 7.

OFFICE ADJUSTMENT

The matter of re-adjusting office space was left to the General Secretary with power.

MRS. ALDRICH

Mrs. Aldrich being anxious to return to the Board as Field Secretary , it was moved and carried to recommend to the Board that she be re-instated.

Meeting adjourned.

Mary Malcolm Hopper

Secretary

OFFICE ADMINISTRATION COMMITTEE MINUTES December 7,1921

The regular monthly meeting was held on December 7,192 1 .

Members present: Miss Parker, Mrs. Bancker
Mrs. Allen Mrs. Hopper

After prayer the minutes of the November meetings were read and approved

SALARIES - MRS. ROBERTS &MISS KAUFMAN

Mrs. Roberts and Miss Kaufman of the Treasury Department having asked for increases in salaries the matter was carefully considered and a motion made and carried to lay on the table.

SALARY ADJUSTMENT

It was moved and carried to send to Office Conference the following action of the committee, namely," That all salary adjustments shall be made at the beginning of the fiscal year, and only in special emergencies will re-adjustments be considered during the year. Such re_adjustments preferably to be made on October first."

CHRISTMAS PARTY

The committee appointed Miss Tyler chairman of the committee to arrange for a Christmas party to be given to the office force. Mrs. Bancker was to represent the Office Administration Committee on that committee, and the office force of the Woman's Board of Foreign Missions were to be asked to be our guests and be represented on the committee.

FURNITURE -OFFICE OF SUPERINTENDENT OF SCHOOLS

It was moved and carried that the Superintendent of Schools be authorized to secure necessary furniture for her office, Mrs. Hopper to assist.

RE-RENTING ROOM NO. 6

The matter of securing the vacant room on the 6th floor was left to the office with power.

PURCHASE OF NOISELESS TYPEWRITER

A Noiseless typewriter having been procured for the General Secretary's office, the committee ratified this action.

SALARY ADJUSTMENT -MISS ISABEL SCOTLAND

Miss Scotland, Assistant Secretary for Young People's Work, being obliged to be away part of the time the committee left it to the General Secretary to make a right adjustment of salary until January first.

Meeting adjourned

Mary Malcolm Hopper

Secretary

OFFICE ADMINISTRATION COMMITTEE MINUTES January 4,1921

The regular monthly meeting of the committee was held on January 4,1921

Members present: Miss Parker Mrs. Bancker
Mrs. Allen Miss Hyatt

Meeting opened with prayer

In the absence of the secretary Mrs. Bancker was appointed Secretary pro tem.

MISS SCOTLAND

Miss Parker reported that no decision had been reached as yet in regard to Miss Scotland remaining with the Board as Miss Dawson had expected to talk with her but had not been able to thus far.

Rest Room

There was no report on a general rest room for girls of all Boards.

CHRISTMAS GIFTS TO EMPLOYEES OF BUILDING — The authorized Christmas gifts to employees of building amounting to $24 were ratified by the committee

LEAVE OF ABSENCE -MISS TEMLETT

Miss Temlett of the Literature Department was granted leave of absence fmr four weeks with full pay.

LEAVE OF ABSENCE MISS HAMILTON — Extension of leave to one week for Miss Hamilton was ratified by committee

MISS LAYHEE Miss Layhee was granted two extra days at Christmas to be deducted from next summer's vacation. Committee ratified. ~~summer's vacation.~~

REARRANGEMENT OF OFFICE SPACE Miss Parker suggested that a rearrangement of office space be left to the office conference. The committee so voted.

REQUESTING FREEDMENS BOARD TO MEET PROPORTIONATE SHARE OF HOME MISSION MONTHLY DEFICIT The Literature and Publication Committee asked the Administration Committee to approve a request to be sent to the Woman's Department of the Freedman's Board asking them to meet one twelfth of the deficit of the Home Mission Monthly. It was moved that the Woman's Department of the Freedmen's Board be asked to meet one twelfth of this year's unbudgeted deficit of the Home Mission Monthly and it was further moved that the Literature and Publication Committee be asked to prepare a recommendation regarding future financial adjustments in the matter.

EMPTY FRAMES IN HALL Miss Parker was asked to confer with Miss Dawson on the matter either of filling or removing the empty frames in the sixth floor halls.

SALARY MISS SHEIBLEY Miss Parker reported that beginning December first Miss Sheibley's salary from the Woman's Board of Foreign Missions was reduced from $1000 to $500. per year.

There was a long and informal discussion on the status of the budget and expenses of this and possibilities of next year.

Meeting adjourned.

Mrs. E. H. Bancker,
Secretary pro tem

OFFICE ADMINISTRATION COMMITTEE February 1,1921

The regular monthly meeting of the committee was held on February 1,1921. Members present: Miss Parker, Miss Hyatt, Mrs. Allen, Mrs. Fernald, Mrs. Bancker, Mrs. Hopper.

After prayer the minutes of the previous meeting were read and approved.

UNFINISHED BUSINESS

SALARIES -MRS. ROBERTS, MISS KAUFMANN

Moved and carried to postpone action on increasing salaries of Mrs. Roberts and Miss Kaufmann.

MISS SCOTLAND

The chairman reported that Miss Scotland, the Assistant Secretary for Young People's Work, because of illness will not be able to carry the work and that an effort was being made to find someone to fill the position.

INTER-BOARD REST ROOM

The chairman also reportedthat as yet nothing had been accomplished in regard to the suggestion of having one rest room for the women of the missionary Boards.

HOME MISSION MONTHLY DEFICIT- FREEDMEN'S SHARE

Miss Dawson reported that the deficit in the Home Mission Monthly would be much less than we had feared it would be and in view of this information it was moed and carried to re-consider our action taken at the previous meeting in regard to approaching the Woman's Department of the Freedmen's Board in regard to sharing the debt with us. It was further moved to strike from our minutes the previous action.

The chairman was asked to ascertain the cost to our Board of handling the Freedmen work.

NEW BUSINESS

CHRISTIAN SOCIAL SERVICE BUDGET

It was moved that the Christian Social Service Budget be referred to the General Budget Committee to determine where the items should appear on the General Budget for 1921-1922. Motion carried.

The Committee adjourned to meet on February 8.

Mary Malcolm Hopper,

Secretary

OFFICE ADMINISTRATION COMMITTEE February 8,1921

A called meeting of the committee was held on February 8,1921 in the afternoon. Members present: Miss Parker, Miss Hyatt, Mrs. Allen, Mrs. Hopper, Mrs. Bancker

Mrs. Bennett met with the committee.

The meeting opened with prayer.

SALARY INCREASE- MRS. ROBERTS,MISS KAUFMANN, MISS KLEIN

The committee considered the readjustment of salaries, and, after going over the matter carefully, a motion was made to increase the salaries of Mrs. Roberts, Miss Kaufmann and Miss Klein two dollars per week from March first. Motion carried.

SALARY INCREASE - MISS FINKS

It was moved that the committee recommend to the Board the raising of the salary of Miss Finks from $1800 to $2000 beginning April first. This increase would have been considered last year if Miss Finks had not been away on a special leave of absence.

BONUS MR. MCMILLAN

After considerable discussion it was moved and carried to give to Mr. McMillan a bonus of $250 instead of $400 as last year.

ACTION REGARDING SALARY INCREASES

Miss Hyatt moved that in view of financial condition of the Board we do not recommend any further salary increases on our 1921-1922 budget. Motion carried.

EXPENSES MET BY FREEDMEN'S BOARD

The chairman reported that the officefeels that the amount paid by the Woman's Department of the Freedmen's Board fully covers the expense of carrying the work.

ADITIONAL VACATION GRANT- MISS TEMLETT

It was moved and carried to give Miss Temlett of the Literature Department another month's vacation on half pay, in the hope that she will have entirely recovered by that time.

PENSION -MRS. BAKER, MR. BULL

A motion was made to recommend to the Board that the pensions of Mrs. Baker and Mr. Bull be transferred from the Emergency Fund to the Sage Pension Fund from April first. Motion carried.

PROPOSED REORGANIZATION OF ADMINISTRATION OF OFFICE

A suggestion having come from the President that in view of the efficient corps of officers we now have, more matters of administration could well be handled in the office, the committee moved to convey to the President our hearty sympathy with her suggestion in regard to administrative matters and our desire to cooperate. Motion carried. The committee suggests that such changes go into effect by the first of the fiscal year if possible.

Meeting adjourned.

Mary Malcolm Hopper

Secretary

OFFICE ADMINISTRATION COMMITTEE March 1,1921

The regular monthly meeting of the committee was held on March 1,1921 at ten-thirty.

Members present: Miss Parker, Mrs. Allen, Mrs. Bancker, Mrs. Fernald, Mrs. Hopper

After prayer the minutes of previous meeting were read and approved.

PACIFIC COAST HEADQUARTERS

The proposition of having Pacific Coast Headquarters was carefully considered and the committee moved to recommend to the Board the adoption of the plan. The estimated budget to be

Rent	$840
Salary	2000
Travelling Exp.	1000
Clerical Help Expenses	1000
Office Exp.	660
	$ 5500

Over against this to be charged off

Field Secretary's salary	1500
Travelling expenses	1500
Mrs. Whaley's salary	300
	3300

leaving the extra amount to be budgetted $2200.

Motion approved.

SALARIES - CLERKS

Upon motion the following schedule of salaries for clerks was adopted for the coming year.

Motion approved.

CLERKS - TREASURY	3/1/21 Yearly		3/1/21 Weekly	
W. J. McMillen (bonus granted 4/1/20 $400.- per year)	$2500.		48.08	
Mrs. Arthur C. Honey	1144		22.	
Mrs. Lily S. Roberts	520		25.	
Flora L. Hollings	1352		26	
Bertha Kauffmann	1144.		22	
Katharine Gericke	1040		20	
Etta Freeman	780		15	
Ethel Hawley	1040		20	
Pauline Lyon	936		18	
Margaret Buckwalt	936	11,392	18	234.08

March 1,1921

	Yearly		Weekly	
CLERKS GENERAL SECRETARY				
Elizabeth Hamilton	1560		30	
Margaret Klein	1196		23	
Myrtle Layhee	1196		23	
Stenographer	1300	5,252	25	101
CLERKS MISSIONARY EDUCATION				
Cecelia Russum	1300	1,300	25	
CLERKS YOUNG PEOPLE'S DEPARTMENT				
Ethel Smith	1404		27	
Elizabeth Karbe	1144	2,548	22	49
CLERKS FILING DEPARTMENT				
Nancy E. Smith	1560		30	
Dorothy Dakin	832		16	
Kathleen Stewart	780	3,172	15	61
CLERKS SCHOOL DEPARTMENT				
Florence M. Goddard	1560		30	
Sarah F. Miller	1300		25	
Eleanor Leavins	1040	3,900	20	75
Stenographer to President	780	780		
Stenographer to Secretary for Christian Social Service	600	600		
Total		28,944		
CLERKS LITERATURE DEPARTMENT				
S. Catherine Rue	1800		34.62	
Louise Jaeger	1404		27	
Rose Mertz	936		18	
Elizabeth Temlett	1144		22	
Florence Jensen	936		18	
Mary Melite	780		15	
Olga Kilpatrick	832		16	
Mrs. Virginia Martin	780		15	
David H. Brown	936	9,548	18	183.62
CLERKS HOME MISSION MONTHLY				
Miss Helen K. Taylor	1404		27	
Emma Bolles	1300		25	
Marion Wimpress	1196		23	
Nellie Garrett	780	4,680	15	90
Grand Total		$ 43,172		

March 1,1921

SALARIES OFFICERS

Officers' salaries for the year 1921-1922 were considered. The relationship of the salaries of officers having been called to the attention of the committee by both the President and General Secretary the matter was considered most carefully but no final action taken.

Meeting adjourned.

Mary Malcolm Hopper

Secretary